



1560 Broadway, Suite 1600
Denver, CO 80202

John Hickenlooper
Governor

Lieutenant Governor Joseph A. Garcia
Executive Director

DEPARTMENT OF HIGHER EDUCATION FINANCE ANALYST POSITION ANNOUNCEMENT

Finance Analyst

POSITION TITLE: Finance Analyst
DEPARTMENT: Higher Education
DIVISIONS: Finance
REPORTS TO POSITION TITLE: Finance and Budget Lead Analyst

POSTING DATE: May 27, 2014
CLOSING DATE: June 6, 2014
COMPENSATION: \$38,000 to \$42,000
ANTICIPATED DATES: Position will be filled as soon as possible

POSITION SUMMARY:

Reporting to a Lead Analyst, this position will serve as part of the Department of Higher Education Finance and Budget Services Team (DHE-FBST). In total, the FBST will be responsible for all areas of state budget and finance in support of Colorado's public colleges and university governing boards as well as the internal department budget and finance functions.

Collectively, the FBST is responsible for development of state budgets (both operational and capital construction) as well as statewide financial aid administration and the administration of the College Opportunity Fund program in addition to other program areas. The primary responsibility of the Finance Analyst will be to support the FBST Lead Analysts in their execution of the operating, and capital construction budgets as well as administration of financial aid and implementation of H.B.14-1319. Specific assignments will be determined upon hire.

This position will provide assistance with daily tasks as assigned by the Lead Analysts. Tasks may include, but are not limited to:



- Research on various higher education related topics;
- Data review and collection;
- Development of legislative reports;
- Review of budget data book submissions;
- Fiscal note processing;
- Survey responses;
- Budget schedule preparation;
- Compilation and delivery of the operating and capital construction budget submission; and
- Coverage of the Joint Budget Committee, the General Assembly and the Capital Development Committee;
- Assist in the implementation of House Bill 14-1319, “Outcome-based funding model for higher education” and other special projects as needed.

The Finance Analyst will study budget, financial aid, and other higher education financial processes in order to help Lead Analysts and upper management develop practical solutions and recommendations. The position will correspond and collaborate with campus administrators and staff. In addition, under the supervision of the Lead Analysts, the Finance Policy Analysts will have limited contact with the Governor’s Office of State Planning and Budgeting, the Joint Budget Committee, and Legislative Council staff.

Knowledge, Skills and Abilities

- Strong writing, analytical and communication skills
- Proficient in the most important functions of Excel and other Microsoft Office functions
- Ability to comprehend relevant statute and policy
- Work well in a team environment

Essential Qualifications:

- Bachelor’s degree in finance, accounting, public policy, political science or a related field.
- Basic knowledge of public policy issues related to higher education and the role of administrative agencies in the executive branch;
- Strong writing, analytical and communication skills;
- Ability to work effectively with others as a team under the pressure of tight time frames and rigid deadlines.

Preferred Qualifications:

- Graduate degree in finance, accounting, public policy, political science or a related field.



- Knowledge of the executive/legislative decision making process;
- Skill in interacting with decision makers and staff as well as with other specialists and experts;
- Ability to brief and present effectively on complex or technical material
- Comfort working in a fast paced and public environment.

Requirements: Valid Colorado state driver's license. Infrequent travel requiring occasional overnight stays. Criminal background check.

Physical Activities:

- **Light** - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.
- **Stooping** - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- **Handling** - Seizing, holding, grasping, turning, or otherwise working with hand or hands, fingers are involved only to the extent that they are an extension of the hand.
- **Fingering** - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- **Talking** - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients, or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing** - Perceiving the nature of sounds. Used for those activities that requires ability to receive detailed information through oral communication.
- **Near Acuity** -Clarity of vision at 20 inches or less.
- **Cognitive Abilities** - Able to understand complex cognitive issues.
- **Computer Literacy** - Able to use all functionality of a computer

Working Conditions: Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers). The normal working hours are 8 am to 5 pm, Monday through Friday.

APPLICATION PROCEDURES:



To be considered for this position, candidates must possess the required qualifications listed above and submit a complete application package, which must include the following:

- 1. Letter of Application.** A letter of application which addresses how you meet the qualifications described in this announcement.
- 2. Resume or Vitae.** A detailed resume or vitae including all educational and professional experience.
- 3. References.** A list of names, titles and current telephone numbers of three (3) employment references.

Submit your completed application materials to:
clangan@college-assist.org

OR:

Cindy Langan
Human Resource Manager
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202

Application Deadline: This position is open until filled. Applications may be mailed or delivered to the above address, or faxed (303) 292-1606. They may also be submitted in electronic format to: clangan@college-assist.org.

